

## DEPARTMENTAL MEMORANDUM 20-09

**DATE:** MAY 13, 2020

**TO:** ALL DCFS STAFF

**FROM:** TERRI RICKS  
DEPUTY SECRETARY

**RE:** CPTP SCS PREVENTING COVID-19 WBT

The purpose of this document is to provide notification to all DCFS employees of the mandatory requirement and provide instruction for completion of the CPTP Preventing COVID-19 course.

Please take the CPTP course titled CPTP SCS Preventing Covid-19. You are strongly encouraged to take this training as quickly as possible; preferably before returning to the office. **All staff must have the training completed by Sunday, May 31, 2020.**

### **Targeted Participants:**

- ✓ All DCFS employees are required to complete the **CPTP SCS Preventing COVID-19 WBT** (*including WAEs and Student workers*) web-based training by **May 31, 2020**.

### **Course Description:**

**CPTP SCS Preventing COVID-19 WBT** - The COVID-19 pandemic changed how we live and how we work. As our lives shift into a new normal, our new habits must stay in place. Staying safe can't stop just because we go back into the office or into the field. This course will review some simple practices that each of us can do to reduce the risk of illness and to keep ourselves and our coworkers healthy.

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### **LEO Training Reminders:**

1. It may take up to 72 hours for a course to populate onto your LEO transcript.
2. Avoid taking any LEO trainings on Monday and Tuesday of payroll week. Taking a course during this period may affect course credit population.
3. Do not re-take a course if the course credit did not immediately populate on your training transcript.
4. After the allotted 72 hour period, please contact your assigned regional trainer if a course credit did not populate.



**To access the LEO trainings, please follow these steps:**

1. Log into **LEO** with your User ID and LEO password.
2. To locate the course, open your "**My Training**" tab in **LEO**.
3. Under Search Term, type in the full or partial course name (case sensitive) and select find.
4. Click on the appropriate course name.
5. Click on "**Book this course**".
6. A pop-up box will appear asking if you want to book this course - click "**OK**".
7. Click "**Start course now**". The course will open in a separate window.
8. Follow all instructions to exit course and receive credit.
9. A few days after completion of this course, click on the "Reports" tab. Click on "Training Transcript" and verify the courses have appeared on the transcript reflecting completion. It may take up to **72 hours** for the courses to populate on your transcript.

*Please be aware that it has been the experience of staff who took a LEO course on a personal APPLE computer to not receive credit in LEO as it was not compatible. Since the LEO transcript may take a couple of days to populate, it is important to take this course in LEO several days before the deadline. Contact your DCFS Regional Trainer listed below for any assistance.*

**Please do not wait until May 31, 2020 to request assistance for technical support.**

Regional Trainers assigned for technical assistance are as follows:

- a. State Office – [Shirley.Jones.DCFS@la.gov](mailto:Shirley.Jones.DCFS@la.gov)
- b. Alexandria – [Britiny.Brooks.DCFS@la.gov](mailto:Britiny.Brooks.DCFS@la.gov)
- c. Baton Rouge – [Shirley.Jones.DCFS@la.gov](mailto:Shirley.Jones.DCFS@la.gov)
- d. Covington – [Bradley.DeRouen.DCFS@la.gov](mailto:Bradley.DeRouen.DCFS@la.gov)
- e. Lafayette Region – [Bradley.DeRouen.DCFS@la.gov](mailto:Bradley.DeRouen.DCFS@la.gov)
- f. Lake Charles Region – [Britiny.Brooks.DCFS@la.gov](mailto:Britiny.Brooks.DCFS@la.gov)
- g. Monroe Region – [DCFS.Training@la.gov](mailto:DCFS.Training@la.gov)
- h. Orleans Region – [Sharee.KingWilliams.DCFS@la.gov](mailto:Sharee.KingWilliams.DCFS@la.gov)
- i. Shreveport Region – [Michael.Love.DCFS@la.gov](mailto:Michael.Love.DCFS@la.gov)
- j. Thibodaux Region – [Michael.Love.DCFS@la.gov](mailto:Michael.Love.DCFS@la.gov)

Weekly staff completion and noncompliance reports will be generated and disseminated to the listed management staff every Friday prior to the deadline:

<b>CPTP SCS Preventing COVID-19 WBT</b>	Regional DCFS Administrators and DCFS Area Directors	All Directors, Managers and Unit Heads, Copy Chandra.W.Thomas@la.gov



The DCFS Regional Trainers will run the **final compliance and noncompliance reports on June 1, 2020** and provided them to the listed field and/or state office recipient(s):

<b>CPTP SCS Preventing COVID-19 WBT</b>	Regional DCFS Administrators and DCFS Area Directors	All Directors, Managers and Unit Heads, Copy Chandra.W.Thomas@la.gov

**PLEASE NOTE FOR ALL DCFS TRAINING SESSIONS:**

Any participant with a disability needing special accommodations, assistance, or interpreter services should contact Sharon Williams, [Sharon.Williams.DCFS@la.gov](mailto:Sharon.Williams.DCFS@la.gov), or Chandra Thomas, [Chandra.W.Thomas@la.gov](mailto:Chandra.W.Thomas@la.gov), with the DCFS Training Section. The Department of Children and Family Services is an Equal Opportunity Employer. The Department does not discriminate against any person in any employment practice based on race, religion, sex, age, national origin, disability, veteran status or any other non-merit factors.

